

DD/S

56-0873

12 March 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Comment on Staff Study from the Comptroller Dated  
15 February 1956

1. The following comments are submitted with respect to paragraph 3 of the referenced staff study and are made in the order in which the recommendations occur in that paragraph:

- a. The coordination process is not necessary on the notices referenced in the staff study and could very well be eliminated.
- b. The intent of the word "advice" is not altogether clear. If by this word the Comptroller means "copy," the material can be handled expeditiously by the Regulations Control Staff provided there are no errors and the format is correct. The suggestion that the Agency printing plant be instructed to give "top priority" to the publication of notices announcing per diem rates is not a practical one, considering the work burden of the plant. A notice sent down in the routine manner is printed and distributed within three to five days, depending upon its length.
- c. There is no more reason for expeditious distribution of an announcement of a change in per diem rate than there is for any other ordinary notice. Routine distribution of an Agency publication on an AB basis is accomplished in about three working days. Judging from the burden of an earlier paragraph in the study, it is felt that what is really worrying the Comptroller is the length of time it takes to get material to an overseas post. Any improvement in this respect should be taken up with FI/RI, DD/P.

2. Printing and distribution of a notice handled in the routine manner takes from three to five working days, depending upon the length of the notice and the priority of the material. Faster service can be given, but it is not necessary in this case where routine service is sufficiently fast to meet the requirement.

3. Although the following comments may fall outside the scope of a reply to the proposals advanced in the staff study, it is felt that they might very well be considered as a solution to this problem.

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- a. It is noted that the Comptroller says it is possible to obtain fifty extra copies of the Bureau of the Budget circular. Total AB distribution for a headquarters issuance runs in the neighborhood of 800 copies. It might be possible to consult with the Bureau of the Budget in advance of the printing per diem change notice and ask them to print enough for our headquarters use, reimbursing them for the additional cost if any is involved and if necessary.
- b. Pursuing this point still further, it might be possible to make arrangements with the Bureau of the Budget in advance of printing to obtain 750 copies of these changes without headings or other identifying material for field use, again reimbursing the Bureau if necessary.
- c. Either of these suggestions is practical, and it is doubtful that they would cost more than the present rather cumbersome process that is used wherein the Comptroller gets a copy of the circular, types the material, and passes it to the Regulations Control Staff, which then passes it to the plant for printing and distribution. If the Comptroller is able to make some such arrangement and get some idea of costs involved, the Regulations Control Staff would be glad to make a comparative study for further consideration.

Acting Chief  
Regulations Control Staff

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